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CHANGE NO. 2
DoD 4525.8-M
September 19, 1991

DOD OFFICIAL MAIL MANUAL

The Principal Deputy Assistant Secretary of Defense (Production and Logistics), has authorized the following changes to DoD 4525.8-M, "DoD Official Mail Manual," July 1987..

PAGE CHANGES

Remove: ii through iv, 1-1 and 1-2, 2-1 and 2-2, 3-11 and 3-12, 4-1 and 4-2, 5-3 and 5-4, and A-1 through A-4.

Insert: Attached replacement pages and new pages 8-1 through 8-10

PEN CHANGES

Chapter 2, Page 2-3, paragraph C.2.b., change "b." to "c."..

Chapter 3

Page 3-1, section B., line 2. Delete "commercial"

Page 3-2,

Paragraph C.4.d., lines 1 and 2. Delete "standard penalty indicium,"

Page 3-4

Section D., line 5. Delete "paying the postage"

Section 1.

Line 2. Change "(h)" to "(k)"

Line 6. Change "(i)" to "(l)"

Paragraph I.1.f., line 1. Change "(j)" to "(m)"

Page 3-16, Table 3-1

Rules 1, 2, and 6. Change "12 ounces" to "11 ounces"

Rule 3, column C. Delete "(see note 8)"

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

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INSTRUCTIONS FOR RECIPIENTS (continued)

Page 3-18, NOTES:

Subsection 2., line 2. Change "600" to "200"

Subsection 5., line 2. Change "(j)" to "(m)"

Subsection 8. Delete in its entirety.

Page 3-20, NOTES: 1., line 1. Change "600" to "200"

Appendix A, Page A-5, Private Express Statutes

Line 4. After "606" add "reference (u)"

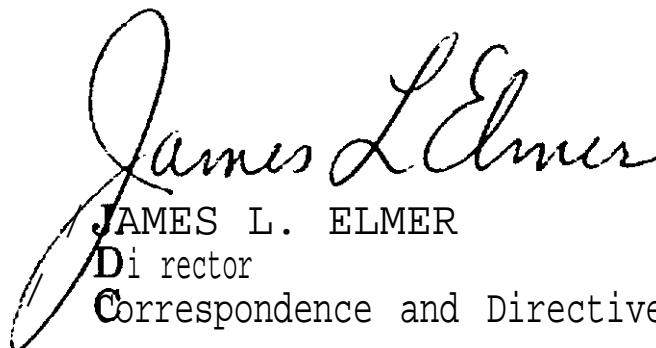
Line 5, After "1699" add "reference (v)" and change "Register" to "Regulations"

Line 6, After "320" add "reference (j)"

Changes appear on pages ii through iv, 1-1 and 1-2, 2-1 through 2-2a, 3-11 and 3-12, 4-1 through 4-3, 5-3 and 5-4, and A-1, A-3, and A-4 and are indicated by marginal asterisks.

EFFECTIVE DATE

The above changes are effective immediately. Forward one copy of revised implementing documents to the DoD Official Mail Manager, Military Postal Service Agency, Alexandria, VA 22331-0006, within 120 days.


JAMES L. ELMER
Director
Correspondence and Directives

Attachments:
31 pages

DoD OFFICIAL MAIL MANUAL

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REFERENCES

- (a) DoD **Directive** 4525.6, 'Single Manager for Military Postal **Service**, "**May** 5, 1980
- (b) U.S. Postal **Service** Domestic **Mail** Manual'
- (c) U.S. Postal **Service** **International Mail Manual**¹
- (d) U.S. Postal **Service** Postal **Bulletin**¹
- (e) U.S. Postal **Service** **Poster 103** (Postage Rates, Fees, and Information) ²
- (f) U.S. Postal Service Zone Chart²
- (g) U.S. Postal Service Publication 25, "**A Guide To Business Mail Preparation**"²
- * (h) U.S. Postal **Service** Notice 67 -- (An unnamed template for use with USPS publication 25)² *
- (i) U.S. Postal Service Publication 28, 'Postal **Addressing Standards**'²
- (j) Title 39, Code of Federal Regulations, **Sections 310 and 320** -
- (k) Title 40, United States Code, **Section 726**
- (l) Comptroller General of the United States Decision B-1 **14874**, October 13, 1978
- (m) DoD 5200.1-R, "Information Security Program Regulation," June **1986**, authorized by DoD Directive 5200.1, June 7, 1982
- (n) DoD **Directive** 1015.6, "Funding of Morale, Welfare, and Recreation Programs, " August 3, 1984
- * (o) Title **18**, U.S. Code Chapter 31, **Section 641** *
- (p) DoD Instruction 2010.1, 'Support of International Military Activities' September 2, 1981
- * (cl) U.S. Postal Service Publication 350, "**How** to Order and Use Official Mail Stamps and Postal Stationary" *
- (r) Title **18**, United States Code Section 1719
- (s) Article 27 of the Vienna Convention on Diplomatic Privileges and Immunities
- (t) DoD 5400.1 -R, 'DoD Freedom of Information Act Program' **October** 1990 authorized by DoD **Directive** 5400.7, **May** 13, 1988
- (u) Title 39, United States Code, **Sections 401, 404, 601-606**
- * (v) Title **18**, United States Code **Sections 1693-1699** *

'Available on subscription basis from Superintendent of Documents, Government Printing **Office**, Washington, DC 20402-0001.

²Available from local post office.

CHAPTER 1

INTRODUCTION

A. PURPOSE

This Manual carries out DoD Directive 4525.6 (reference (a)) by establishing the DoD Official Mail Cost Control Program (**OMCCP**). The objective of the program is to control DoD official mail costs through proper and cost-effective use of the United States Postal Service (USPS), international mail, and postage of other countries.

B. TERMS AND ABBREVIATIONS

Terms and abbreviations used in this Manual are explained in 'Appendix A.'

C. RESPONSIBILITIES

* 1. DoD Components are responsible for carrying out this DoD program within *
* their respective Components.

* 2. Each individual who prescribes, creates, designs, or prepares pieces for *
mailing shall comply with this Manual.

D. REQUIRED PUBLICATIONS

United States Postal Service (USPS) Domestic Mail Manual (DMM) (reference (b)). This is the primary USPS manual used in the operation of post offices. It contains regulations of direct interest to mailers, such as postage rates, mail classification, and mail preparation requirements. It is required for each postage meter location using more than \$10,000 in postage annually; installation official mail manager (**OMM**) or equivalent; intermediate headquarters **OMM** having inspection and/or staff responsibility; major command (**MACOM**) **OMM**; and DoD Component **OMM**.

2. International Mail Manual (IMM) (reference (c)). The IMM contains regulations, classification, and other requirements for mailing between the United States and non-military post office addresses in other countries. It is required only where international mail is frequently used.

* 3. USPS Postal Bulletin (reference (d)). This biweekly publication is used *
to announce interim changes to the DMM and IMM. It is required at each location where the DMM or IMM is required.

4. USPS Poster 103 (Postage Rates, Fees, and Information) (reference (e)). This poster is required for each location where postage and fees are determined.

5. Postal Zone Chart (reference (f)). This chart tells in what zone the various ZIP codes are located. It is required for each location where postage is determined.

6. USPS Publication 25. "A Guide To Business Mail Preparation" (reference (g)). This publication assists mailers in making their mail compatible with the automated postal processing system and allows mailers to benefit from improved service and reduced mail processing costs. This publication is required for each installation or equivalent OMM, intermediate headquarters OMM having inspection and/or staff responsibility; major command (MACOM) OMM; and DoD Component OMM.

7. USPS Notice 67 (reference (h)). This template is to be used along with USPS Publication 25 when designing letter size mail for automated processing. It is required for each installation or equivalent OMM, intermediate headquarters OMM having inspection and/or staff responsibility; major command (MACOM) OMM; and DoD Component OMM.

8. USPS Publication 28, 'Postal Addressing Standards' (reference (i)). This publication describes standardized formats for addresses to be used on mail. It is required for each installation or equivalent OMM, intermediate headquarters OMM having inspection and/or staff responsibility; major command (MACOM) OMM; and DoD Component OMM.

9. DoD 4525.8-M (DoD Official Mail Manual) (this publication). DoD 4525.8-M is required for each postage meter location; activity official mail manager (OMM); installation OMM or equivalent; intermediate headquarters OMM having inspection and/or staff responsibility; major command (MACOM) OMM; and DoD Component OMM.

E. SEARCH AND SEIZURE

USPS inspections, search procedures, and postal laws apply to official matter only while it is mail. Official matter may be searched or seized by official mail managers (OMM) and assistant official mail managers (AOMM) as follows:

1. Outgoing of ficial mail items

- a. Before they are postmarked by a postage meter.
- b. Bearing postage stamps or permit imprints before they are placed in a USPS mail box or placed under control of USPS or its representative, whichever occurs first.

2. Incoming official mail items after control passes from USPS or its representative to representatives of the addressee.

F. POLICY AND OPERATIONAL CHANNELS

MPSA shall be the single point of contact with the General Services Administration and USPS on official mail policy matters. Heads of DoD Components shall coordinate with the USPS only on official mail operational matters such as the use or misuse of official mail and billings for postage and fees. DoD Component field- elements are authorized and encouraged to coordinate operational and routine matters with their local postal facility. "Figure I-1" illustrates DoD official mail policy and operational channels.

CHAPTER 2

DoD OFFICIAL MAIL COST MANAGEMENT PROGRAM [__

A, **PURPOSE**

This **chapter** establishes:

1. The DoD Official Mail Cost Control Program (**OMCCP**).
2. The requirement for appointing OMMS and a **descript** ion of their duties.

B. **OMCCP POLICIES**

1. All items not required to be shipped by USPS (See subsection B.3. of this chapter, below) shall be shipped by the **most** cost-effective **carrier** meeting the required delivery date and security requirements. This requires coordination bet **ween** the **OMM** and the appropriate e transportat ion off ioe. In addition to **carriers'** fees, consideration must be given to how much it **costs** to prepare the item for shipment via the various **carriers** and whether or not the **carrier actually** delivers the item **directly** to the addressee when the **carrier's** fee includes such delivery.

2. **When** mailed, **official** matter shall move at the lowest postage and fees cost to meet the **RDD**, security, and **accountability** requirements. (See chapter 3.)

3. **"Letters"** as defined by the Private Express Statutes, and those items **listed** in DMM 321.1, shall be transported via USPS unless they are covered by an exemption in Title 39, Code of Federal Regulations, **Sections** 310 or 320 (**reference** (j)). (See Appendix A for a list of the Private Express Statutes.)

4. **Direct** accountability penalty **indicia** and prepaid postage are the only authorized methods of paying postage within the Department of Defense. Prepaid postage is the preferred method. As soon as possible, but not later than September 30, 1991, DoD Components shall decentralize the budgeting for and payment of postage to the user level--the level that obtains **postage** from the post of **fice**.

5. DoD off **icial** mail **costs** shall be managed through the **OMCCP**.

6. **Use** of USPS services shall be coordinated with local USPS **account** representatives or military post **office (MPO)**.

7* **Whenever** possible, official mail preparation procedures and processing shall be integrated to ensure optimum use of personnel, equipment, and postage **cost reduct** ion **pract** ices such as consolidated mailings, presort discounts, permit mailings, and drop-shipments.

8. Unauthorized use, loss, or theft of appropriated fund postage shall be reported and reviewed to determine any appropriate reimbursement of postage costs . (See **chapter 3**, section Q).

* 9. **"Resident," "occupant,"** or similar forms of address shall not be used except on items addressed to Government quarters and/or housing. *

* 10. Only permit **indicia** (other than business reply and merchandise return) may be placed on unaddressed items. *

11. All policies requiring or authorizing use of official mail shall be coordinated with the activity **OMM** prior to publication.

* 12. The host DoD Component shall provide official mail support on-a nonreimbursable basis, including appropriated fund postage and fees, for all DoD tenants using less than \$10,000.00 in postage and fees annually. **Tenants** using \$10,000.00 or more are responsible for paying for the entire amount they use. Host activities shall coordinate with tenant activities during each **POM** and/or Budget cycle to ensure the tenant has an opportunity to identify projected mail volume increases or decreases that may affect the **host's** manpower and or postage costs. If a **tenant's** postage costs exceed that which was budgeted; e.g. increase in mission requirements, the tenant is expected to reimburse the host for the excess amount. **New** tenants activated after a budget cycle has started should not expect the host activity to fund any postage until the next budget cycle. In this case, the tenant shall reimburse the host activity for postage costs incurred during the out-of-cycle period only . *

13. Official mail and official mail centers transport physical objects from one location to another. Even though they may be managed separately, they are an integral part of an **activity's** transportation plan.

c. **PROGRAM ADMINISTRATION**

1. OMM appointments

* a. Installations, activities, staff elements, and DoD Components shall appoint **OMMs**. Assistant OMMS **may** be appointed to perform the **OMM** duties when the OMM is absent. The appointment may be an additional duty appointment. It shall be made in writing and shall include the **appointee's** official address and telephone number. Copies will be distributed and filed as follows: *

(1) For staff element **OMMs**, copies are sent to their activity OMM .

(2) activity **OMMs**, copies are sent to their next higher command's **OMM**. For

(3) For tenant activity **OMMs**, copies are sent to their host installation **OMM**.

* (4) For DoD Component **OMMs**, copies are sent to the DoD Official
* Mail Manager, Military Postal Service Agency, Alexandria, VA 22331-0006.

b. **OMMs** shall be commissioned, warrant, or noncommissioned officers (E-7 or higher) or DoD civilians (**GS-7** or higher). This requirement is waived only when the activity concerned has no personnel in the grades specified.

* c. When application of postage is contracted out under the A-76 Program, the DoD **Component's** representative responsible for ensuring quality of performance by the contractor shall: *

* (1) **Meet all requirements of an OMM.** *

* (2) Use the **contract's quality assurance surveillance plan--to** *
* **monitor** the quality of contractor performance and ensure DoD official mail *
* policies and procedures are followed. *

d. Frequent changes of OMMs shall **be** avoided. When changes are necessary, enough overlap should be provided so that the new OMM becomes thoroughly familiar with the duties before the old **OMM** departs.

2. **OMCCP training** requirements

* a. The video **"Managing Your Postage Meter"** (P.I.N. 505244) is an *
* excellent **training tool for new OMMs, official mail center supervisors, and** *
* **Postage meter operators.** It is an excellent review **tool** for more experienced *
* personnel. *

* b. Secretaries; clerk-typists; personnel producing forms, *
publications and periodicals; personnel who determine postage; and OMMs shall
receive training on the following subjects from the installation OMM within
four months after assignment. These personnel and all action officers shall .
* receive annual updates. The video 'Official Mail--It **Isn't** Free,'ⁿ (P.I.N. " *
* **504362DD**) should be used as part of this training. *

(1) Other methods of communicating and shipping material.

(2) Material that cannot be mailed.

(3) Classification of mail.

(4) Special postal services and discounts.

(5) International mail requirements.

(6) Postage and fees required.

(7) Penalties for private use of official mail.

b. Individual copies to higher headquarters **in** the chain of command and other public affairs offices for administrative purposes.

c. Copies in bulk to subordinate units for distribution to the **units'** members. Other, less expensive transportation methods shall be used **if** they can provide the same or faster delivery time than mail.

d. A copy to a private person, firm, or organization in response to a specific, written, unsolicited request only if the periodical contains no advertising. The request shall be kept on file **in** the **editor's** office as long as the periodical continues to be mailed in response to that request. The mailing list shall be limited to the minimum consistent with the needs and best interests of the command and shall not include members of the audience the publication is designed to reach.

e. Copies to other government agencies and libraries, hospitals, or schools to promote the overall command public affairs program. . .

f. Copies of state Army and Air National Guard and U.S. Army Reserve Command command-level periodicals containing no advertising to the home address of individual members. These copies shall be mailed as third-class bulk rate or appropriate second-class rate. The mailing of lower command-level periodicals is not authorized.

g. Commercial enterprise newspapers may be mailed only in accordance with paragraphs **"a"** and **"b"** above.

8. By Nonappropriated Fund Instrumentalities (**NAFIs**), including the exchange services and the Stars and Stripes, only for official administrative (managerial) mailings related exclusively to the business of **the** U.S. Government. This does not include any function that would be a normal expense of a similar commercial business such as financial reports, personnel management, payroll, inventory procurement and sale, collection of **income**, advertising, mailing of films for paid exhibition, and equipment maintenance. For example, appropriated fund postage shall not be used for the **preparation** and internal distribution of financial reports, as this is a normal business expense; however, it may be used to mail copies of the report to the supervising DoD Component as this is not a normal business expense.

* . **9.** By commanders per DoD Directive 1015.6 (reference (n)) to discharge *
their Morale, Welfare, and Recreation (**MWR**) mission, but not to produce revenue.
Social items such as ethnic **recipies**, birth announcements, and bowling league
scores are **not the** exclusive business of the U.S. Government and shall not be
mailed with appropriated fund postage. Appropriated fund postage may be used to
mail a consolidated packet containing information regarding the existence of all
available **MWR** activities to personnel eligible to use them; however, the packet
shall neither contain information on revenue producing items or events nor
* violate other parts of this Manual. NOTE: Title 18, U.S. Code, Chapter 31, *
* Section 641 (reference (o)), prohibits the use of appropriated **fund postage** on *
* personal mail. *

10. By prisoners **in** a nonpay status for personal mail per DoD Component directives.

P. UNAUTHORIZED USES OF APPROPRIATED FUND POSTAGE

The use of appropriated fund postage is not authorized on:

1. Matter that is not exclusively U.S. Government business.
2. Material delivered by a method other than the USPS.
3. **Nonmailable** items, such as items that are undersized, oversized, overweight, or explosive. Obtain information about items that are not mailable from the local post office.
4. Postcards, unless the cards are DoD or DoD Component approved forms.
5. Official material, such as daily, weekly, and housing bulletins containing unofficial information.
6. Information sent by DoD Components about non-mandatory events. Use **the** correspondence distribution center, the installation bulletin or newspaper, or other methods to distribute this type of information.
7. Invitations to social functions to satisfy personal social obligations, even if they are the result of an official position.
8. Personal congratulatory letters from one individual to another in a private capacity. This does not prevent the use of appropriated fund postage by heads of staff agencies or commanders to fulfill their official morale and esprit de corps obligations to members of their organization or persons in their areas of technical responsibility. For example, sending congratulatory letters to people selected for advanced schooling, promotions, and letters of condolence are authorized.
9. Personal mail, holiday and birthday greetings, retirement announcements, completed employment applications, resumes, and similar material. However, activities may use appropriated fund postage for holiday greetings when international diplomacy dictates. Official announcements of official retirement may be mailed using appropriated fund postage. The location and time of a reception related to the retirement or change of command ceremony may be noted if it does not result in any increase in cost to the Government, and the notation does not include advertisement for or endorsement of any enterprise.
10. Correspondence from international commands such as North Atlantic Treaty Organization official correspondence. This **mail** normally must be prepaid in the country in which it is posted. When appropriated fund postage is provided for official mail, the administrative agent assigned by DoD Instruction 2010.1 (reference (P)) is **responsible for procuring it and monitoring its use.**
11. Correspondence of foreign military personnel. Foreign **military personnel who are required by regulations** of their own government to file reports or otherwise correspond with their **embassy** or government shall do so at their expense. However, appropriated fund postage may be used if the correspondence can be certified by the parent U.S. Government activity as exclusively **the** business of **the** U.S. Government.

CHAPTER 4

PENALTY INDICIA

A. GENERAL

Each DoD Component pays USPS for penalty **indicia** use. The stamp distribution offices and local post offices now send records of penalty mail stamp purchases, postage meter settings, permit and business reply mailings, and other documents to HQ USPS for consolidation and billing to the appropriate DoD Component headquarters. Payment is made locally only when required by DMM section 137. Penalty mail stamps must be ordered according to the instructions in DMM, Section 137 and USPS Publication 350, "How to Order and Use Official Mail Stamps and Postal Stationery" (reference (q)). The standard penalty **indicia** "Postage and Fees Paid, (DoD Component Name), DoD-(Number) " is not a form of direct accountability and is no longer authorized for use within the Department of Defense.

B. PENALTY FOR PRIVATE USE

- * Title 18, U.S. Code, Section 1719 (reference (r)) provides that whoever uses penalty **indicia** items authorized by law to avoid payment of postage on private matter in the mail shall be fined not more than \$300. NOTE: This penalty does not apply to prepaid postage or "DoD Official Intratheater Mail."

C. POSTAGE DUE PENALTY MAIL

- * 1. DMM, Section 137, contains instructions for preparation of postage due penalty mail.
- * 2. The Military Postal Service Agency (MPSA) (in coordination with USPS) shall occasionally direct the use of postage due penalty mail during exercises conducted in areas served by the MPS.
3. In the event of hostilities limited to a theater or general mobilization, DoD Components may authorize the use of postage due penalty mail for periods not to exceed 120 days and only in an area that has been declared a hostile operations area by the President of the United States. The policies listed below apply.
- a. For mail remaining in the same overseas theater, continue to use the "DoD Official Intra-theater Mail" procedures outlined in Chapter 3, subsection J.4.
- b. For mail moving between adjacent theaters (e.g. EUCOM and CENTCOM) where there is no chance the mail will transit the United States Postal

Service domestic system, continue to use the 'DoD Official **Intra-theater Mail**' procedures outlined in Chapter 3, subsection J.4.

c. For International mail, comply with the **IMM**. One requirement of international mail is that it shall bear the correct **postage**. **Postage** due penalty mail shall not be used on international mail.

d. For all other mail leaving the theater, continue using postage stamps and postage meters as long as possible before switching to postage due penalty mail.

(1) Postage stamps shall be used when official mail centers can no **longer** use postage meters due to a lack of electricity, or equipment failures, or **postal personnel are no longer available to set the meters**. (When MPO financial transactions are terminated, postage meters shall be checked out of use.)

(2) Postage due penalty mail shall be used on domestic mail leaving the theater when postage stamps are not available or cannot be used.

e. As the situation stabilizes:

(1) Postage stamps shall replace postage due penalty mail as soon as possible.

(2) The use of postage meters may be resumed as soon as electricity, serviceable equipment, and postal personnel to set the meters are available.

f. In the following scenario, M Day is the day an area has been declared a hostile operations area by the President of the United States or general mobilization occurs.

(1) **At M Day:** Switch to postage due penalty mail where continued use of postage stamps or postage meters is not practical.

(2) At **M+30:** Users of postage due penalty mail switch to postage stamps and/or postage meters (where practical).

(3) **At M+60:** Those still using postage due penalty mail prepare to introduce postage **stamps or** make plans to have postage applied to their mail elsewhere in the theater (where practical).

(4) At **M+90 :** Those still using postage due penalty mail convert to postage stamps **and/or** postage meters or have postage applied to their mail elsewhere **in** the theater. **If** these are not practical, continue use of Postage Due Penalty Mail.

(5) At **M+120:** Postage stamps and/or postage meters replace all use of postage due penalty mail. If that is not possible, advise the MPSA why it is not possible and provide an estimate as to when replacement of postage due penalty mail will be feasible. MPSA **will** then **notify** the **USPS**.

- * 4. DoD Components shall notify the DoD Official Mail Manager that postage due penalty mail is being used not later than the second business day after use begins. The DoD Official Mail Manager shall notify the USPS General Manager, Official and International Mail Accounting Division, not later than **the third** business day after use begins. *
- * 5. Postage on postage due penalty mail shall be paid by the addressee when the item is delivered. Only postage stamps, postage meter strips, or cash is acceptable. *
- * 6. Postage due penalty mail SHALL NOT BE USED to notify next of kin of casualties. *

During initial use, do not hesitate to call the service representative when questions arise.

b. Check each scale for accuracy daily before it is used. This shall be accomplished by weighing an object of known weight. Appropriate calibrations shall be made before the scale is used.

8. Equipment Failure

a. Immediately report failures of meters, mailing machines, scales, etc., to the service representative. The service **representatives'** telephone numbers shall be prominently displayed in the vicinity of that equipment.

b. Do not tamper with the postage meter under any circumstances. It is a postal offense for anyone other than USPS personnel to break or tamper with the seals on postage meters.

c. All new equipment is initially covered by a warranty. Maintenance contracts shall be used after the warranty expires.

9. Meter Security

a. Meters

(1) Remove the meter and place it in a locked safe, file cabinet, or in a locked room overnight and any other time the operator is temporarily absent and adequate surveillance cannot be maintained to prevent unauthorized use of the meter.

* (2) Immediately report the loss, theft, capture, and recovery of *
* a lost, captured, or stolen meter to the local post office, the equipment *
vender, and through command channels to Executive Director, Military Postal
Service Agency, ATTN: DoD Official Mail Manager, Alexandria VA 22331-0006.
Reports shall include the meter make, model, and serial number; the date,
location, and details of the loss, theft, or recovery; and a copy of the
police report when applicable.

b. Meter keys

(1) The Department of Defense (except **MPOs**) is not authorized to have a copy of the key to open and reset the meter. Any activity receiving such **keys** shall immediately give them to the post office setting the meter.

(2) Operating Keys

(a) One key is required to unlock the meter and must be used each day the machine is operated. This key shall be kept by the designated supervisor, except during periods the key and meter are signed out to a meter operator. During non-duty hours the key and meter will be stored in a locked file cabinet or safe in a locked room.

(b) Duplicate keys, when provided, shall be stored in a sealed envelope in a locked file cabinet *or* safe.

10. Property Accountability

Account for **all** postage metering equipment on the property records of the using DoD Component. The postage meter, itself, is leased and cannot be purchased.

11. Supplies and Services

These generally consist of meter tapes, ink, ink rollers, maintenance, rate changes (both USPS and UPS), and meter leases. Meter tape and ink specifications are found in the **DMM**.

D. EMERGENCY DISPOSITION OF POSTAGE STAMPS AND METERS

1. If conditions permit, follow normal procedures for checking a meter out of service and returning the meter to USPS or the manufacturer (as appropriate).

2. If capture or loss of meters is imminent, record meter make, model, and serial number and destroy the meter if possible. Report destruction, capture, or loss per the instructions in chapter 5, subparagraph **C.9.a.(2)** of this Manual.

3. When use of postage stamps is no longer possible, transfer existing inventory to another location for safe keeping or use. Destroy postage stamps when **capture** is imminent.

CHAPTER 8

DoD DIPLOMATIC POUCH MAIL

A. PURPOSE

This chapter establishes the policies and procedures to be followed by DoD activities using the Department of State (DoS) Diplomatic Pouch Service (DPS). The policies and procedures in **this** chapter agreed with DoS requirements when they were written. DoS may change their requirements at any time. If that happens, **follow DoS policies** and procedures even though they may conflict with this Chapter. (NOTE: For diplomatic pouch purposes, the Marine Security Guard at diplomatic posts is considered to be a DoS activity. DoS is responsible for providing addresses and paying all costs associated with Marine Security Guard use of the **DPS**.)

B. GENERAL

1. Diplomatic pouches are intended to transport items, for the official use of the diplomatic mission, across international frontiers without procedural delay and without inspection by foreign government officials. These are the basic tenets of Article 27 of the Vienna Convention on Diplomatic Privileges and Immunities (reference (s)) and of international law and practices as they regard diplomatic pouches. The great majority of diplomatic pouches are dispatched unaccompanied; observance of their diplomatic status is entrusted to the good faith of foreign officials.

a. Diplomatic pouches are not marked in any way except as diplomatic correspondence. The pouch itself must in no way provide clues as to the nature of its contents by displaying notice labels or organizational symbols. It is an anonymous container. Pouches containing classified items are prepared and documented in the same manner as pouches containing unclassified items but they are dispatched accompanied by a diplomatic courier or other authorized U.S. Government employee. Whether the pouch is dispatched accompanied or unaccompanied, its only purpose is to protect diplomatic and national security information. **It** is not intended to protect items of great monetary value or to function as an express mail service.

b. Pouch contents, regardless of their nature or classification, shall not be disclosed or discussed with any person except U.S. Government employees with the proper classification and a need to know. Under no circumstances may they be disclosed to or discussed with foreign officials. See subsection C.2. of this chapter, below, for additional instructions.

c. There are no limits on pouch size or weight for official items except those imposed by host governments (contact DPM or diplomatic post for latest information) and the capacity of the mode of transport. See subsection

D.1. of this chapter, below, for information on size and weight limitations for various addresses used to get items into the diplomatic pouches.

2* DoD activities may use the diplomatic pouch only if there is no other expedient, cost beneficial, international mail service available. The international mail system and the Military Postal Service (MPS) shall be used when possible. Generally, this means the **pouch** will be used only for classified material, material too large for postal channels, or to diplomatic posts without MPS support. DoD activities using the pouch shall abide by DoS requirements.

c. CONTROL OF POUCHES AND POUCH CO-

1. Empty Pouches. All DoD activities shall immediately return empty pouches to DPM or the diplomatic post. DoD activities shall not use__ diplomatic pouches for any purpose other than as a diplomatic pouch.

2. Pouch Communications. ~~Communications~~ concerning material to be dispatched by pouch shall **be classified** as follows:

a. Communications may be designated UNCLASSIFIED when pouch contents are discussed in a general way (i.e., by registry number or by referring only to 'items' or "**material**").

b. Communications must be designated at least FOR OFFICIAL USE ONLY when they specifically identify items being sent (i.e., 'passports,' 'Ambassador **Smith's** letter of July **6th**,' 'VCR -cassettes,' etc.).

3* Container(Pouch) Markings. All containers used for pouch purposes shall not have markings on their outer surfaces other than those authorized by DoS. Any other markings will compromise the diplomatic nature of the pouch, disclose the nature of its contents, or cause errors in processing.

4* Uses of Contents

a. Prospective pouch users are limited to U.S. citizen employees and others authorized use of the pouch.

b. Contents shall not contain enclosures for a third party, merchandise, currency, or any other item not eligible for pouch transmission.

5. Items Not Eligible for Pouch Transmission

a. Foreign National Mail. If originated by **and/or** addressed to a third party individual or organization in a foreign country on non-official matters.

b. **Any** personal items shipped to circumvent the weight limitations provided for household effects, air freight shipments, or food allowances.

c. The following items are specifically prohibited for pouch transmission: alcoholic beverages; ammunition; animals or animal products

(i.e., skins); any items for resale; bulk supplies of any nature; caustics; controlled substances; corrosives; currency; explosives; firearms; flammable type films; glass containers; incendiary materials; liquids; magnetic materials; narcotics; negotiable instruments; personal professional books and materials; plants; poisons; and radioactive substances.

d. **Violations**. Employees who violate these DoD or DoS policies shall be subject to loss of pouch privileges and/or disciplinary **action**.

6. **Inspection of Contents**. DoS reserves the right to examine all items intended for dispatch by pouch. Each addressor or addressee using the pouch to **dispatch** letters, flats, parcels, and **nonconveyables** automatically agrees to the following types of examination procedures by DoS Pouch Control Officers:

a. **Electronic Inspection**. All forms of electronic inspection, including X-ray and metal detectors.

b. **Physical Inspection**. Mail suspected of containing items prohibited for pouch transmission may be opened for inspection by Pouch Control Officers. Unclassified items may be opened without consent of sender or addressee. Classified items may be opened only **in the** presence of and with the consent of the sender or addressee. If consent is refused, the item **will** not be accepted for pouch transmission or returned to the sender when received in an incoming pouch.

D. **PREPARATION OF MAIL**

1. **Size and Weight Considerations**. Items weighing over 40 pounds, or exceeding 62 inches in length and girth combined, or whose longest dimension exceeds 24 inches cannot be shipped in standard diplomatic pouches and are called **nonconveyable**.

a. If the item is NOT for official business and exceeds the weight or size limits, do NOT ship it. .

b. If the item going to a diplomatic post is unclassified, official business and exceeds the weight or size limit%, call the DoS Unclassified Pouch Branch [(703) 661-6300] for special preparation and delivery instructions.

c. If the item going to a diplomatic post is classified and exceeds the weight or size limits, call the DoS Classified Pouch Branch [(202) **647-2936/7**] for special preparation and delivery instructions.

2. **Items from Diplomatic Posts**

a. All items originating at diplomatic posts shall be prepared and presented **as required** herein and by the diplomatic post.

b. Generally, the diplomatic posts pay transportation charges for pouches they originate. When **the diplomatic** post charges for use of the pouch

service, the originating DoD Component is responsible for paying those charges for all items it sends through the pouch.

c. Items originating at diplomatic posts and intended for dispatch into the domestic postal system (including MPO addresses) are turned over to USPS at the **DPM**. These items must meet USPS standards and other requirements of this Manual.

(1) The originator shall apply the appropriate amount of postage at the full, **single** piece **rate**. Use the USPS Zone Chart (Figure 8-1) to determine the correct zone for zone-rated postage. When application of postage on official, unclassified, mailable items is not feasible at the diplomatic post send the items to the parent DoD Component for application of postage.

(2) The various postal discounts for ZIP + 4, **pre-bar** coded, presort, and bulk rates require special documentation and shall not be used.

(3) USPS **special** services such as registered, certified, insured, etc. are not available on this mail.

d. All unclassified, non-mailable items (because of size, weight, or content) shall be prepared as required by DoS. Advise the addressee the item is being shipped so arrangements can be made to pick up the item on arrival at the DPM.

39 Items for Diplomatic Posts

a. Unclassified Items

(1) Use the diplomatic pouch only when a military post office address cannot be used.

(2) Prepare FOR OFFICIAL USE ONLY items **per DoD 5400.7-R** (reference (t)).

(3) Do NOT **use accountable mail (Express Mail, registered, certified, insured)**. These services end at the Department of State.

(4) Use the following address format:

(Name of person or organization)
(Diplomatic post name)
Department of State
Washington, DC **20521-xxxx** ●

● See the chart in Figure 8-2 for the appropriate ZIP + 4 Code. The use of the correct ZIP + 4 Code ensures speediest mail processing.

b. **Classified Items**

(1) Classified items entered into the DPS must be marked CONFIDENTIAL, SECRET, or TOP SECRET plus any other markings required by DoD 5200.1-R (**reference** (m)). These are the only DoD classified indicators recognized by DoS. DoS **assumes items** not bearing one of those indicators are unclassified. Items marked in a way which implies they might be **classified** or administratively controlled (i.e., "By Courier," "NOFORN," etc.) will not be accepted.

(2) **All** CONFIDENTIAL and SECRET material must be registered in accordance with subparagraph **D.3.b.(3)(c)2, below.**

(3) The following apply to CONFIDENTIAL and SECRET **items** mailed:

(a) Use the diplomatic pouch only when a military post office address cannot be used.

(b) Prepare the outer wrapper according to appropriate security requirements of reference (m). Address it to:

CHIEF , POUCH AND MAIL BRANCH
DEPARTMENT OF STATE
WASHINGTON DC 20520-0528

(c) The inner wrapper shall have:

1 The appropriate security markings and be prepared as required by reference (m).

2 Registry Number. Any item entered into the DPS for which the originator wants a receipt **signature** from DPM shall be clearly marked **"REGISTERED"** and shall have a registry number. The registry number shall be preceded by a designation which identifies it as the registry number; i.e., **RegNum: 123 456.** (Registered material received for forwarding is not assigned a number by the forwarding office, but is identified by the originator's registry number.) The registry number shall be typewritten. On envelopes and **flats** the registry number shall appear in the lower left corner of the envelope or the address label. On parcels and **nonconveyables** the registry number shall be **in** the lower left corner of the address label. (When items are sent to the DPM via USPS registered mail, the USPS registered **mail** number on the outer wrapper shall be used as the registry number on the inner wrapper. When items for more than one addressee are consolidated under one USPS registry number, identify each item by adding a different letter after the USPS registry number on the inner wrapper.)

3 An address in the following format:

NAME OF ADDRESSEE
TITLE and/or AGENCY OF ADDRESSEE
NAME OF OVERSEAS MISSION
DEPARTMENT OF STATE
WASHINGTON DC 20521 -nnnn*

* See the chart in Figure 8-2 for appropriate ZIP + 4 Code.

(4) If delivered, all classified items shall be delivered to Room B528, Main State Building. The entrance is via a truck ramp into the building on 21st Street, between C and D Streets.

(5) DoD TOP SECRET material shall be sent via the Defense Courier Service (DCS) to the DoS for delivery by appropriate means. The DCS-unique two line address for DoS is:

449321 -BA23
DOS SEC OF STATE

U.S. POSTAL SERVICE OFFICIAL ZONE CHART
FOR" MAIL ORIGINATING FROM ZIP CODES BEGINNING WITH
200 - 205, 209, **AND** 220 - 223

ZIP CODE PREFIXES	ZONE	ZIP CODE PREFIXES	ZONE	ZIP CODE PREFIXES	ZONE
004 -005...	3	2 4 6 - 2 5 3...	3	5 6 5 - 587 ...	6
006 -009...	7	254 . . .	1	5 8 8 - 5 9 5...	7
010 -011...	4	2 5 5 - 2 6 1...	3	5 % - 5 9 9...	8
012 . . .	3	2 6 2 - 2 6 5...	2	6 0 0 - 6 0 9...	4
013 -046...	4	266 . . .	3	6 1 0 - 6 1 7...	5
047 . . .	5	267 - 2 6 8...	2	6 1 8 - 6 1 \$)...	4
048 -059...	4	2 7 0 - 2 8 6...	3	620 - 6 6 7 . *	5
060 -061...	3	287 - 2 9 6...	4	6 6 8 - 6 7 2...	6
062 . . .	4	297 . . .	3	673 . . .	5
063 -079...	3	2 9 8 - 3 1 5...	4	6 7 4 - 6 9 3...	6
080 -086...	2	3 1 6 - 3 1 7...	5	7 0 0 - 7 0 4...	5
087 -119...	3	3 1 8 - 3 1 9...	4	7 0 5 - 7 0 6...	6
120 -123...	4	320 - 3 5 5 * . *	5	707 - 7 2 9...	5
124 -127...	3	356 - 3 5 9...	4	7 3 0 - 7 4 2...	6
128 -129...	4	360 - 3 6 1...	5	7 4 3 - 7 4 4...	5
130 -132...	3	362 . . .	4	7 4 5 - 7 4 8...	6
133 -136...	4	363 - 367 . . .	5	749 . . .	5
137 -142...	3	368 . . .	4	7 5 0 - 7 8 4...	6
143 . . .	4	369 . . .	5	785 . . .	7
144 -153...	3	370 - 3 7 4...	4	786 - 7 87 . . .	6
154 -156...	2	375 . . .	5	788 . . .	7
157 -158...	3	3 7 6 - 3 7 9...	4	7 8 9 - 7 9 6...	6
159 . . .	2	3 8 0 - 3 8 3...	5	7 9 7 - 8 0 6...	7
160 -165...	3	3 8 4 - 3 8 5...	4	807 . . .	6
,166 . . .	2	3 8 6 - 3 9 7 . . .	5	8 0 8 - 8 3 1...	7
167 . . .	3	3 9 9 - 4 1 0...	4	8 3 2 - 8 4 4...	8
168 . . .	2	4 1 1 - 4 1 2...	3	845 . . .	7
169 . . .	3	4 1 3 - 4 1 4...	4	846 - 864 . . .	8
170 -176...	2	4 1 5 - 4 1 6...	3	865 - 885 . . .	7
177 . . .	3	4 1 7 - 4 1 8...	4	8 8 9 - 9 9 9...	8
178 -179...	2	420 . . .	5		
180 -181...	3	421 - 4 3 6...	4		
182 . . .	2	4 3 7 - 4 4 7 . *	3		
183 -188...	3	4 4 8 - 4 5 5...	4		
189 -199...	2	4 5 6 - 4 5 7...	3		
200 -214...	1	4 5 8 - 4 9 7...	4		
215 . . .	2	4 9 8 - 5 0 9...	5		
216 -217...	1	510 - 5 1 1...	6		
218- 2 1 9 . . .	2	512-533 . . .	5		
220 -227 . , . .	1	534 . . .	4		
228 -241 , , .	2	5 3 5 - 5 6 1...	5		
242 -243...	3	562 . . .	6		
244 -245...	2	5 6 3 - 5 6 4...	5		

Figure 8-1



ZIP + 4 CODES FOR UNCLASSIFIED MAIL AND
INNER WRAPPER ON CLASSIFIED DoD DIPLOMATIC POUCH MAIL

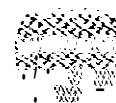
Abidjan	2010	Brussels (EMB)	7600
Abu Dhabi ,	6010	Bucharest	5260
Accra	2020	Budapest	5270
Adana	5020	Buenos Aires	3130
Addis Ababa	2030	Bujumbura	2100
Alexandria	6090	Bukavu	2240
Algiers	6030	Cairo	" 7700
Amman	6050	Calcutta	6250
Amsterdam	5780	Calgary	5490
Ankara	7000	Canberra	7800
Antananarivo	2040	Cape Town	2480
Antigua	3010	Caracas	3140
Antwerp	5240	Casablanca	6280
Apia . . . 9*** . *	4400	Zebu	4230
Asuncion	3020	Chengdu	4080
Athens	7100	Chiang Mai	4040
Auckland	4370	Ciudad Juarez	3270
Baghdad	6060	Colombo	6100
Bamako *	2050	Conakry	2110
Bandar Seri Begawan	4020	Copenhagen	5280
Bangkok	7200	Cotonou	2120
Bangui	2060	Curacao	3160
Banjul	2070	Dacha	6120
Barcelona	5400	Dakar *	2130
Barranquilla	3040	Damascus	6110
Beijing	7300	Dar es Salaam	2140
Beirut	6070	Dhahran	6310
Belfast	5360	Djibouti	2150
Belgrade	5070	Dora	6 1 3 0
Belize *	3050	Douala	2530
Berlin, GDR (EMB)	5090	Dubai	6020
Berlin, FRG (Mission)	5100	Dublin	5290
Bern	5110	Durban * * * *	2490
Bilbao	5410	Dusseldorf"	5160
Bissau	2080	Edinburgh	5370
Blantyre	2290	Florence	5670
Bogota	3030	Frankfurt	7900
Bombay	6240	Freetown	2160
Bonn * *	7400	Fukuoka	4310
Bordeaux	5580	Gaborone	2170
Brasilia	7500	Geneva	5120
Brazzaville	2090	Genoa	5680
Bremen * * *	5150	Georgetown	3170
Bridge town	3120	Goteborg	5760 "
Brisbane	4130	Grenada	3180
Brussels USNATO (M)	5230	Guadalajara	3280

Figure 8-2

ZIP + 4 CODES FOR UNCLASSIFIED **MAIL AND**
INNER WRAPPER ON CLASSIFIED DoD DIPLOMATIC POUCH MAIL

Guangzhou	4090	Luxembourg	5380
Guatemala City	3190	Lyon	5590
Guayaquil	3430	Madras	6260
Hague (The) ,	5770	Madrid	8500
Halifax	5500	Majuro	4380
Hamburg	5180	Malabo	2320
Hamilton	5300	Managua	3240
Harar	2180	Panama	6210
Havana	3200	Manila	8600
Helsinki	5310	Maputo	2330
Hermosillo	3290	Maracaibo	3t50
Hong Kong	8000	Marseille	5600
Honiara	4390	Martinique	3250
Islamabad	8100	Maser	2340
Istanbul	5030	Matamoros	3300
Izmir	5040	Mazatlan	3310
Jakarta	8200	Mbabane	2350
Jedda	6320	Mean	4190
Jerusalem	6350	Melbourne	4140
Johannesburg	2500	Merida	3320
Kabul	6180	Mexico City	8700
Kaduna	2260	Milan	5690
Kampala	2190	Mogadishu	2360
Karachi	6150	Mombasa	2400
Katmandu	6190	Monrovia	8800
Khartoum	2200	Monterrey	3330
Kigali	2210	Montevideo	3360
Kings ton	3210	Montreal	5510
Kinshasa	2220	Moron	2380
Kolonia	4120	Moscow	5430
Koror	4260	Munich	5190
Krakow	5140	Muscat,	6220
Kuala Lumpur	4210	Naba	4320
Kuwait,	6200	Nairobi	8900
Lagos	8300	Naples	5700
Lahore	6160	Nassau	3370
La Paz	3220	Ndjamena	2410
Leningrad	5440	New Delhi	9000
Libreville	2270	Niamey	2420
Lilongwe	2280	Nice	5610
Lima	3230	Nicosia	5450
Lisbon	5320	Nouakchott	2430
Lame	2300	Nuevo Laredo"	3340
London	8400	Oporto	m. 5330
Lubumbashi	2230	Oran	6040
Lusaka	2310	Osaka-Kobe	4330

Figure 8-2, Continued



ZIP + 4 CODES FOR UNCLASSIFIED MAIL AND
INNER WRAPPER ON CLASSIFIED DoD DIPLOMATIC POUCH MAIL

Oslo	5460	St. George's	3180
Ottawa	5480	Stockholm	5750
Ouagadougou	2440	Strasbourg	5620
Palermo	5710	Stuttgart	5200
Panama . . . * * . . *	9100	Surabaya	4200
Paramaribo	3390	Suva	4290
Paris	9200	Sydney	4150
Perth	4160	Taipei Ait	4170
Peshawar . . . * * * *	6170	Tangier	6290
Ponta Delgada	5340	Tegucigalpa	3480
Port-au-Prince	3400	Tel Aviv , ----	9700
Port Louis	2450	The Hague I	5770
Port Moresby	4240	Thessaloniki	5060
Port of Spain	3410	Tijuana	3350
Porto Alegre	3070	Tokyo	9800
Poznan	5050	Toronto	5530
Prague	5630	Tries te	5720
Praia	2460	Tunis	6360
Pretoria	9300	Turin	5730
Pusan	4270	Adorn	4060
Quebec	5520	Ulan Baton	4390
Quito	3420	Valleta	5800
Rabat	9400	Vancouver	5540
Rangoon	4250	Vatican City	5660
Recine	3080	Victor id	2510
Reykjavik	5640	Vilnius	9900
Rio de Janerio	3090	Vientiane	4350
Riyadh	6300	Warsaw 0 - .	5010
Rome	9500	Wellington"	4360
Rotterdam	5790	Windhoek	2540
Salvador de Bahia	3100	Winnipeg	5550
Salzburg	5830	Yaonde	2520
Sanka	6330	Zagreb	5080
San Jose . . . o * m . .	3440	Zurich	5130
San Salvador	3450		
Santiago	3460		
Santo Domingo	3470		
Sao Pablo	3110		
Sapporo	4340		
Seoul	9600		
Seville	5420		
Shanghai	4100		
Shenyang	4110		
Singapore	4280		
So fia	5740		
Songkhla	4050		

Figure 8-2, Continued

APPENDIX A
ABBREVIATIONS

DoD 4525. 8-M

ANMCS	anticipated not mission capable supply	
AOMM	assistant official mail manager	
APO	Army <i>or</i> Air Force Post Office	
BRM	business reply mail	
CONUS	continental United States	
DMM	Domestic Mail Manual	
DoD	Department of Defense	
* DoDIM	Department of Defense Intratheater Mail	*
* DoS	Department of State	*
* DPM	Diplomatic Pouch & Mail Division	*
FPO	Fleet Post Office	
IMM	International Mail Manual	
JUMPS	Joint Uniform Military Pay System	
MACOM	major Air Force or Army command; Navy level 1 command	
MOM	military ordinary mail	
MPO	military post office (APO or FPO)	
* MPESA	Military Postal Service Agency	
MRS	merchandise return service	
MWR	morale, welfare, and recreation	
NAFI	nonappropriated fund instrumentality	
NMCS	not mission capable supply	
OMCCP	Official Mail Cost Control Program	
OMM	official mail manager	
PMS	penalty mail stamps	
RDD	required delivery date	
UPS	United Parcel Service	
USPS	United States Postal Service	

DEFINITIONS

Accumulator

A machine which provides a **record** of postage used by **agency, staff office, or** tenant activity (sometimes **called** a printer).

Activity

Any DoD organization such as headquarters, **agency**, depot, or unit.

Appropriated fund postage

Postage paid for with funds appropriated by the United States Congress. The postage may be prepaid or penalty postage.

Business reply mail

A method whereby a business reply permit holder may authorize individuals and organizations to send First-Class matter back to the permit holder and have the postage and fees paid by the permit holder.

Certificate of mailing

A postal service that may be used on any class of mail when proof of mailing is required but proof of delivery **is** not necessary.

Certified mail

A postal service available on any mailable matter sent as First- Class or **Priority** Mail, It provides a receipt to the sender and a record of delivery at the post office of address. A record **is** not kept at the post office where it **is** mailed. It is dispatched, handled, and treated in transit as ordinary **mail**. If lost, it cannot be traced.

Consolidated mail

Two or more pieces of mail placed in one container for direct mailing to one addressee or one installation.

Container

A DoD owned bag, envelope, box, or pouch which **will** hold two or more pieces of mail.

Direct accountability

A system for **paying** actual postage costs through the use of prepaid postage or penalty mail **stamps, meters, permits**, and **other** methods that require a statement of mailing.

Express Mail

The class of mail afforded the highest priority in handling and provides highly reliable service,

First-Class Mail

A **class** of mail sealed against inspection and covered by the Private Express Statutes. It is mandatory for correspondence of a personal nature, completed forms, test results and grades, completed certificates, bills or statements of account, and all matter wholly or partially in writing or typewriting.

Flat

* Flat-size mail consists of unwrapped, paper-wrapped, sleeve-wrapped, and enveloped *
* matter that exceeds one or more of the following minimum dimensions: length - *
* over 11-1/2 inches, or height over 6-1/8 inches, or thickness over 1/4 inch. *
* Flat-size mail does not exceed any of the following maximum dimensions: length - *
* 15 inches, height - 12 inches, thickness - 3/4 inch. *

Fourth-class mail

Mailable matter weighing sixteen ounces or more, not mailed or required to be mailed as First-Class, and not mailed as second-class.

Indicia

Imprinted designation used on mail to denote payment of postage.

Insured mail

A postal service available only on third- or fourth-class mail, or mail containing third- or fourth-class matter sent at the First-Class or Priority Mail rate. Numbered insured mail service provides a receipt to the sender and a record of delivery at the post office of delivery. A record is not kept at the post office where mailed.

International mail

Mail addressed to an address in another country (non-MPO addresses).

Letter-size mail

Mail that is at least 3 1/2 inches by 5 inches by 0.007 inches and not larger than 6 1/8 inches by 11 1/2 inches by 0.25 inches.

Markings

Inscriptions placed on pieces of mail to denote a mail class or special postal service.

Merchandise return service

A method whereby a merchandise return permit holder may authorize individuals and organizations to send parcels at the appropriate Priority, third-, or fourth-class rate back to the permit holder and have the postage and fees paid by the permit holder.

Metered mail

A piece of mail on which the amount of postage has been either imprinted with postage by a postage meter or to which a postage meter tape has been fastened.

Military ordinary mail

Official mail sent by Department of Defense, posted at second- class requester publication rate, or third- or fourth-class postage rates, which must have faster than sealift transportation service to, from, and between overseas points, but does not require premium Priority service. It is moved by surface transportation in the United States and by air on overseas portions of its trip. It provides cheaper postage -than Priority Mail. Delivery time to any MPO may be almost as fast as Priority Mail and rarely exceeds 21 days.

Military Post Office

A United States post office operated by the Department of Defense,

Mixed classes of mail

Two or more classes of mail combined into one enclosure. **Postage** for the entire weight is charged at the higher class rate.

Nonconveyable

- * Any item to be shipped via diplomatic pouch that weighs over 40 pounds, or **exceeds** *
- * 62 inches in length and girth combined, or whose longest dimension exceeds **24** *
- * inches. *

Nonstandard mail

- First-Class mail weighing 1 ounce or less and third-class mail weighing 2 ounces
- * or less requires payment of a surcharge if it does not have a standard aspect *
 - * ratio of between 1.3 and 2.5 (determined by dividing the length by the height) or *
 - * if it exceeds any of the following: height - 6 1/8 inches; length - 11 1/2 *
 - * inches; thickness - 1/4 inch. *

Official mail

Official matter mailed as penalty mail or with postage and fees **prepaid**.

Official matter

Any item belonging to or exclusively pertaining to the business of the U.S. Government.

Parcel Air Lift Mail

Special postal services for parcels and second-class publications mailed to military personnel overseas. It **is** not authorized for use on official mail.

Penalty Indicia

Indicia containing or used with the statement 'Penalty for private use **\$300.**'

Penalty mail

Official mail on which the postage and fees are paid by either a penalty metered **indicia**, penalty permit **indicia**, penalty mail stamps, penalty business reply and merchandise return **indicia**, or standard penalty **indicia**. Penalty **postage** is paid for after mailing versus prepaid postage that is paid for when obtained.

Penalty mail stamp

USPS adhesive stamps bearing the words "**official** Mail **USA**" and 'Penalty for private use **\$300**' for use by government agencies. Stamped stationary (plain stamped envelopes, printed stamped envelopes, and postal cards) is also included.

Penalty metered indicium

Postage imprinted by special postage meters leased to the U.S. Government. It bears the words "**Penalty For Private Use \$300.**"

Periodical

Magazines, journals, newspapers, digests, briefs, bulletins, summaries, and similar items published on a recurring basis.

Permit

Mail with imprinted **indicia** instead of a stamp or postage meter imprint showing postage paid by the sender.

Postage stamp

Includes both prepaid postage stamps sold by post offices and penalty mail stamps.